INSTRUCTIONS FOR THE ASBESTOS NOTIFICATION SYSTEM (ANS)

Register your business. You will need to register the business using the business <u>owner</u> information.   After you register you will be able to add multiple delegated users to the system to enter notifications for your business.

Once you log into the site, you will see a several tabs-**Workspace, Notification Management, Notification, Profile and Manage Delegated Authority.**

The **Manage Delegated Authority** allows you to add additional users to the system. The **Profile Tab** allows you to update your business information or change your password.

The **Workspace Tab** is where you begin your notification entry. Start your notification by clicking the button that looks like a box with a piece of paper on the right side of the screen. You can also click on the **Notification Tab** and start a notification there as well.

Once you are under the **Notification Tab**, select a Project Type. The Project Type will guide your selections. If there is an exclamation point on any tab, it means some information is missing and you will not be able to submit your notification.

Notifications that are saved for further editing and are not submitted can be found under the **Workspace Tab.**

Once you submit your notification, it will be saved under the **Notification Management Tab**. Under the Actions header, you can view attachments, copy, revise and cancel your notifications. You can also sort by clicking the headers, and can also export information to Excel. You can click on the document number to print or save it.

For asbestos abatement contractors-currently you will still have to fax your notifications to MIOSHA. This is the first release of the database, and we are working on several modifications including a piece that will allow MIOSHA to pick up your notification from the system.